

In order to begin taking an e-learning course, click on either the title of the course or **Begin**. You can take a course at one sitting or you can stop taking the course and return to it later. The system will remember where you were and when you come back to it, the status of that course will be **Resume**. Click on **Resume** to begin again.


Loudoun County Fire-Rescue Volunteer E-Learning Guide



LOGGING ON TO THE E-LEARNING WEBSITE

You can log on to the e-learning system from within the county as well as from a non-county computer/location.

From the county intranet site, click on the **e-Learning banner** or, from your browser, type **www.elementk.com**

You are now at the  **element k** website.

My Training
To add items to this page, go to the [catalog](#) and begin or register for a session or event.

Note: Courses or events will display automatically if they are required or recommended for you by your training provider. Required items cannot be removed until they are completed.

Your Transcript contains a complete history of your training activities.

Title	Status	Topics Complete	Complete	REMOVE
Anti-Harassment Training for Employees (Loudoun County)	Required Begin	0 of 27		
Back Safety (Third Edition)	Required Begin	0 of 8		
Bloodborne Pathogens (Third Edition)	Required Begin	0 of 8		
Driver Safety (Third Edition)	Required Begin	0 of 8		
Fire Safety (Third Edition)	Required Begin	0 of 8		
Hazard Communication (Third Edition)	Required Begin	0 of 8		
Personal Protective Equipment (Third Edition)	Required Begin	0 of 8		
Slips, Trips, and Falls (Third Edition)	Required Begin	0 of 7		
Violence in the Workplace (Third Edition)	Required Begin	0 of 7		

Hosted by Loudoun County Human Resources
Training Program



element k
your learning solutions partner

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Element K is your Learning Solutions Partner

With nearly 30 years in training and development, Element K provides learning solutions that enable organizations to develop employees, support partners, and educate customers.

We build client learning programs using a broad collection of [e-Learning](#), [e-Reference](#), [classroom materials](#), and [blended learning solutions](#) that drive business results. Our online courses range from business skills, to workplace compliance and IT training. For proprietary learning needs, Element K partners with clients to design and develop [custom learning solutions](#).

Element K delivers learning solutions through custom branded learning portals with our [ContentStudio](#), [Learner Management System](#), or can host e-Learning courses via our [ContentHub](#) delivery system. We also offer outside classroom materials, fulfillment, and support services. Find out how you can maximize your investment in learning with Element K.

Spotlight

Stay connected with Element K

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More about our partners

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- Element K is Recognized as a Top 20 Learning Portal Company by TrainingIndustry.com
- Element K Raises the Bar on LMS Customization with Configurable Learning Portals
- Element K Offers Interactive Services to Clients and Resellers Enabling Cisco WebEx Online Meetings
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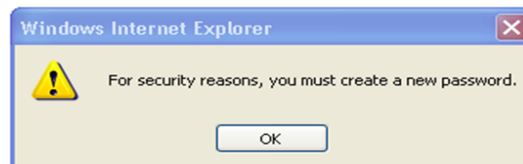
STUDENT LOGIN

INSTRUCTIONS

Click on **Student Login** and type your User Name, which will be in the format of *firstname.lastname.volfr*

Your password is **loudoun1***

At your first login you will be required to create a new password.

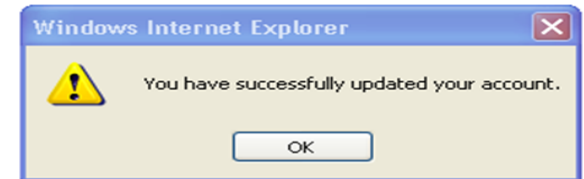


CHANGING YOUR PASSWORD

You will need to enter your current password (*loudoun1**) and then input your new password twice, in order to confirm it.

Your password must be at least 8 characters long and one of the characters must be a number and one character must be a special character (for example: *!, @, #, \$, %, ^, &, *, +*).

Click on “UPDATE” when you are done. The following message will appear:



TAKING REQUIRED E-LEARNING

You are now at the county e-learning site. Click on **Required Learning**. You will see that there is the Anti-Harassment for Loudoun County Employees OR Anti-Harassment for Supervisors.

